

## Add a Family

1. Search for responsible adult to verify they are not already in WISPr

**NOTE:** Search by current and previously used names; also search with **just** the date of birth or SSN

• Click: Participant / Family Search



Enter: Information for the Responsible Adult, then click: Search
 Example, if you are looking for Parry Testing you might enter the following:

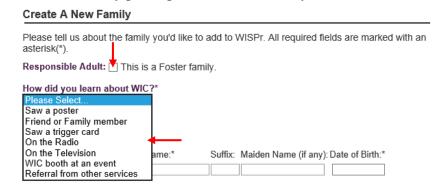


- o If the responsible adult is not in WISPr, "No Matches Found." will be shown
- 2. If no match is found, click: Create a New Family

CREATE A NEW FAMILY

- 3. Enter all required (\*) information and optional information if appropriate
  - Foster Family: If this is a foster family check box next to 'This is a Foster Family'

**NOTE:** The only participant in a foster family will be the foster child



- How did you learn about WIC? (required)
- Name and Date of Birth (required)



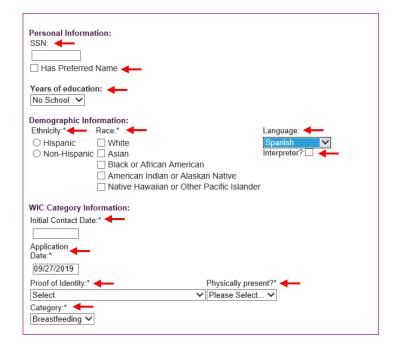
• Responsible adult is a participant (optional) – check box and complete additional information

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- o SSN (optional)
- o Preferred Name (optional)
- Years of education (optional)
- Ethnicity (required)
- o Race (required)
- Language auto filled (required)
- o Interpreter if needed for RA (optional)

- Initial Contact Date (required)
- Application Date auto filled (required)
- o Proof if Identity (required)
- Physically present (required)
- o Category (required)
- Pregnancy Information for Pregnant category (required)



• Homeless? (check correct box)

Homeless?



• Physical Address and proof of address (required)

Physical Address:						
Street:*	Zip:*	City:* County:* Sta	ate:*	Proof:*		
		~ ~	~	Please Select	~	

• Mailing Address (optional)

Mailing Address: ☑ Same as physical address

Contact Information:

Home Phone: Cell Phone: Other/Authorized Signer Phone: Email:

- Second Cardholder (optional)
  - o Name, date of birth, address (required for a second cardholder)

Second Cardholder: (A	Address required when S	econd Card	dholder nan	ne informatio	n specified)	
First Name:	MI: Last Name:		Date of Birth:*			
Street:*		Zip:*	City:*	County:*	State:*	

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• Migrant? (check correct box)



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4. Success message will appear if family has been created

Successfully added new Family to WISPr. The information provided is displayed below.







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